

## APPENDIX A SUBMITTAL REGISTER

### Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).
2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).
3. Format: Describes the type of submittal required:

<b>DWG</b>	An AutoCAD drawing using the Hanford standard formatting (See HMIS-PRO-ENG-16406, <i>Off-Site Contractor VI Submittal Directions</i> ).
<b>MFC</b>	Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
<b>P3</b>	A Primavera Project Planner schedule
<b>GEN</b>	General or Open Format/Media
<b>PDF</b>	Adobe Acrobat (Portable Document Format)

4. Submittal Type:

**APW =** Approval Required Prior to Work (Buyer must approve the Subcontractor's submittal prior to the Subcontractor being authorized to proceed with any activity/work associated with the submittal).

**AP =** Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).

**FIO =** For Information Only (the submittal is not subject to review and/or approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

<b>A</b>	Date of Award
<b>CD</b>	Conceptual Design Complete
<b>PD</b>	Preliminary Design Complete



<b>FD</b>	Final Design Complete
<b>M</b>	Mobilization
<b>SC</b>	Start of Construction
<b>EC</b>	End of Construction

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.
10. List personnel responsible for review and/or approval of submittal.



## Hanford Mission Integration Solutions

### Submittal Register:

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

**\*For electronic submittal**

Section A: Subcontract Information									
Subcontractor Name: Enter Subcontractor Name						Submittal Register Revision: Enter Revision Number			
Subcontract and Release Number: Enter Subcontract Number			Requisition Number: Enter Req Number			CACN: Reference Project Number			
Section B: Submittal Information									
Submittals are for Construction or Reliability Projects:			<input type="checkbox"/>	Project Number: <u>Enter Project Number</u>			Submittals shall be provided to: <u>projservdoccon@rl.gov</u>		
Submittals are for Service Subcontracts or Materials:			<input type="checkbox"/>				Submittals shall be provided to: <u>^SubmittalsDC@rl.gov</u>		
Section C: Submittal Detail									
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference	10. Reviewers/Approvers
001									
002									
003									
004									
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006									
007									
008									



## Hanford Mission Integration Solutions

Section A: Subcontract Information									
Subcontractor Name: Enter Subcontractor Name						Submittal Register Revision: Enter Revision Number			
Subcontract and Release Number: Enter Subcontract Number				Requisition Number: Enter Req Number		CACN: Reference Project Number			
Section B: Submittal Information									
Submittals are for Construction or Reliability Projects: <input type="checkbox"/>				Project Number: <u>Enter Project Number</u>		Submittals shall be provided to: <a href="mailto:projservdoccon@rl.gov">projservdoccon@rl.gov</a>			
Submittals are for Service Subcontracts or Materials: <input type="checkbox"/>						Submittals shall be provided to: <a href="mailto:SubmittalsDC@rl.gov">^SubmittalsDC@rl.gov</a>			
Section C: Submittal Detail									
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference	10. Reviewers/Approvers
009									
0010									
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## Hanford Mission Integration Solutions

Section A: Subcontract Information									
Subcontractor Name: Enter Subcontractor Name						Submittal Register Revision: Enter Revision Number			
Subcontract and Release Number: Enter Subcontract Number				Requisition Number: Enter Req Number		CACN: Reference Project Number			
Section B: Submittal Information									
Submittals are for Construction or Reliability Projects: <input type="checkbox"/>				Project Number: <u>Enter Project Number</u>		Submittals shall be provided to: <a href="mailto:projservdoccon@rl.gov">projservdoccon@rl.gov</a>			
Submittals are for Service Subcontracts or Materials: <input type="checkbox"/>						Submittals shall be provided to: <a href="mailto:SubmittalsDC@rl.gov">^SubmittalsDC@rl.gov</a>			
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1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference	10. Reviewers/Approvers
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**\*For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the BTR.**